

ABSTRACT

The observation takes translation field, especially in translating document. Translation is an activity of transferring source language into target language in written text that strives to create clear translation. Information Technology Division of PT. PAL Indonesia is a place that the writer conducted internship program as translator staff for two and a half months. There are a lot of IT documents that should be translated. COBIT document is one of the IT documents with English-Indonesian version, taken as the object of observation. COBIT stands for Control Objective for Information and Related Technology. The meaning refers to the contents' COBIT document which contains to control Information Technology Division to reduce technical issues and business risks effectively. This observation aims to find methods and strategies used COBIT document. Methods and strategies by Newmark are chosen as the guideline because they have clear explanations and examples so that interesting adapt them. Most of the difficulty is to produce a translation output based on IT context. Then, the data of this observation collect from interview the supervisor, articles, and journals.

Keywords: *Translation, COBIT Document, Methods and strategies, translation output, data observation.*